



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Recreation Aide - Athletics	LAST UPDATED:	March 18, 2016
DEPARTMENT:	Parks and Recreation	JOB CLASS:	
REPORTS TO:	Athletics Supervisor	FLSA DESIGNATION:	

Summary: Under direct supervision of the Athletics Supervisor and related management team, monitors the gameplay and records the scores of the adult sports leagues. Performs customer service, machine upkeep duties, and distributes equipment for rental to patrons at the batting cages and related training grounds at Harold Bacchus Community Park.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides customer service to all participants.
- Actively monitors the gameplay adult sports leagues and inputs league scores online.
- Actively monitors Frisco Athletic Center basketball and racquetball courts.
- Assists with acquiring and managing the organization of team rosters.
- Inspects bats being used in our softball leagues to ensure they meet safety standards.
- Responsible for managing and adhering to monetary controls.
- Distributes equipment to customers as needed, including tokens.
- Responds to inquiries and complaints related to programs, services and special events.
- Helps maintain and clean assigned areas and opens and closes facilities according to established policies and procedures.
- Monitors facility activities for participant compliance with health and safety rules.
- Prepares injury incident reports when indicated.

Other Important Duties:

- Reports any observations/issues from the adult sports games involving players, umpires, and/or general gameplay to Supervisor.
- Prepares batting cage and training tunnel facilities to be closed during the Winter months and re-opened in the Spring.
- Reconciles receipts and cash register at end of shift.
- Maintains and updates supply list for assigned area.
- Performs CPR, Rescue Breathing or First Aid as needed.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Preferred Knowledge and Skills:

- Knowledge of customer service practices and procedures.
- Knowledge of sports, leagues, and recreational equipment.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Knowledge of money handling practices and procedures.
- Skill in oral and written communications.
- Skill in monitoring departmental health and safety policies and procedures.

- Skill in resolving customer complaints and concerns.
- Skill in implementing departmental rule, procedures and objectives.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., and six (6) months customer service or public contact experience; or equivalent combination of education and experience.
- Must possess current CPR and First Aid Certification within six months from date of employment.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- May be required to possess valid State of Texas Drivers License.

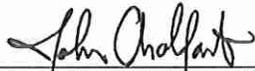
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office, fitness center, and outdoor environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May work extended hours, evenings and weekends.
- May be subject to extended periods of standing, sitting, bending, reaching, kneeling and lifting such as setting up, conducting and cleaning up program activities, opening and closing facilities, meetings, and information booths at public events, or assisting with coordination and management of assigned activities at special events.
- May be subject to exposure to air and water borne pathogens, body fluids, and infectious diseases when applying CPR, First Aid or cleaning facilities.
- May be subject to exposure to extreme weather conditions and hazardous driving conditions.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, recreational equipment, cash register, cleaning supplies, tools to make minor repairs/adjustments, and department vehicles.

Approved By:



 John Chalfant, Recreation Center Superintendent

3/18/16

 Date



 Shannon Allyn, Human Resources Generalist

03/14/2016

 Date